

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: **OPERATIONAL COMMUNICATIONS**
 OBJECTIVE

POLICY NUMBER: **COUNCIL - 130**

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy

1. The Communications Officer, in consultation with the Chief Administrative Officer is responsible for crafting city-wide internal communication messages.
2. The Communications Officer furthers city-wide internal communication messages with placement on all employee channels.
3. All Directors and Managers are responsible for the standard and effectiveness of communications within their own departments.
4. All employees have a responsibility to be well informed, to be a source of credible information and support to each other and to customers on operational matters.

Rationale

Effective, timely and accurate communication is essential if the City of White Rock is to be a reliable source of credible information to its residents, consistent with the City's mission and value statements.